

# Management Training Rule

## Definition of Appropriate Training

The intent of the Mandatory Training Rule is to ensure that individuals in management and supervisory positions continuously improve individual levels of proficiency by way of practical, theoretical or experiential learning or development opportunities based upon any of the 24 competencies formulated in 1 CSR 20-6.010 - Management Training Rule. As such, any professional development opportunity that meets the following criteria is a reasonable measure for compliance with the Training Rule. Additionally, an appointing authority may authorize, replace or compliment existing competencies to meet the needs of organizations in state government.

1. **Seminars and Workshops** – Refers to any formal training, seminar, and symposium or classroom, online or blended learning events where individuals have an opportunity to review, discuss or formalize learning relative to the competencies or the needs of individual agencies.
2. **Technical or Skill Training** – Refers to any opportunity to develop specialized skills that will increase the individuals effectiveness, efficiency and ability to perform the responsibilities of his or her position. (i.e., Microsoft Excel, Access, Lotus Notes, PowerPoint, or business specific technical).
3. **Conferences** – Refers to professional gatherings to discuss, review, evaluate or formulate or improve strategies and efficiencies in the administration or delivery of programs or services in Missouri state government.
4. **Customized Training or Professional Development** – Refers to training opportunities developed by individual agencies to introduce, revise, or improve processes, efficiencies or policies in state government.
5. **Non-qualifying Training** – Such as those offered by institutions of higher education for the purpose of obtaining a degree is not an acceptable training relative to compliance with the Training Rule.
6. **Training Hours** – The length of time of each session attended must be recorded on an hour per hour basis. Example, if an individual attends a four hour training session, he or she will then receive credit for four hours.

**Contact your agency human resource professional or the Division of Personnel for additional information (573) 751-4514**